

*Rec Mgmt -
Mgmt of Rec Disposition*

28 June 1960

Mr. Harry Cavill, Records Officer
Office of Naval Intelligence
Pentagon Building
Washington 25, D. C.

Dear Mr. Cavill:

The CIA and Office of Naval Intelligence produce raw and finished intelligence documents copies of which they exchange for reference use. Each Agency retains record sets of their own reports. The exchanged copies normally accumulate in libraries or other central reference points. Disposition instructions issued by both Agencies for this reference material read, "Destroy when superseded or obsolete."

We have found, as have some other agencies of the USIB community, that custodians of such reference collections are often hesitant about using the disposal authority. This reluctance is due to uncertainty about future availability of a document if a need should develop.

We believe that disposal practices in respect to reference collections could be significantly improved if custodians had some assurance of future retrievability. Therefore, we propose that ONI and CIA agree that any requests for each others documents beyond the prescribed retention period of the recipient, will be serviced by the Agency of record as long as the records are retained by the Agency of record.

I would appreciate your concurrence in this proposal.

Yours truly,

[Redacted Signature Box]

Chief, Records Management Staff

Distribution:

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